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4.0 ADMINISTRATIVE MESSAGES

4.1 DESCRIPTION

The Administrative Message (AM) message key is intended as a secure and documentable means of interagency communication. The AM message key can be utilized for any type of official law enforcement and/or public safety purpose including the request for information or assistance. In addition, users may respond with to queries received via phone, fax, radio, or any other mode of communication.

Personnel receiving or transmitting any communication shall not divulge the existence, contents, or meaning thereof, except through authorized channels. Messages may be sent directly to any agency in the United States, Puerto Rico, the Virgin Islands, American Samoa, Hawaii, and Canada and to destinations in other countries via the Interpol network.

Users initiating want messages of any type; wanted persons, missing persons, etc. must immediately cancel such messages once the subject has been located or is no longer of interest.

See Appendix A, Section 4.0 for XML formats and examples.
See Appendix B, Section 4.0 for Native formats and examples.

4.2 AM MESSAGE KEY

AM	Administrative Message
AML	Administrative Message – Law Enforcement Only

The Nlets system places the following header at the top of the message
“FOR LAW ENFORCEMENT DISSEMINATION ONLY”

4.3 AM DESTINATION LIMITATIONS

AM	May be sent to any combination of ORI's, region, or destinations codes
AML	May be sent to any combination of ORI's, region, or destinations codes

4.4 DATA ELEMENTS

4.4.1 AM DATA ELEMENTS



Field	MFC
Message key	None
ORI of requesting agency	None
Destination code	None
Text of the message	None

4.4.2 AM FORMATS

AM•ORI•__•Text of message



Messages can be directed to any combination of two-character state codes, two-character region codes, and/or nine-character ORI's up to a maximum of five total per messages. Each destination must be separated by a coma “,”.

 Mandatory fields
 Optional fields

4.4.3 AM MESSAGE - EXAMPLE

AM.OR0370000.OH0260200.TXT

ATTEMPT TO LOCATE ROBBERY SUSPECT

A CONFIDENTIAL INFORMANT POSITIVELY IDENTIFIED THE FOLLOWING SUSPECT IN AN ARMED ROBBERY. THE SUSPECT, JOHN DOE, DOB/ 010590, W/M, 6-0, 185, BRO/BLU IS SUPPOSED TO BE FREQUENTING NAVY PIER AS A VENDOR OF BALL CAPS.

PLEASE MAKE AN ATTEMPT TO LOCATE THIS SUSPECT. IF LOCATED, OR IF YOU HAVE ANY QUESTIONS PLEASE CONTACT US AT ONCE. REFER TO CASE #07-123456

DETECTIVE SMITH
LEDSTEST COUNTY SHERIFF'S OFFICE
P.O. BOX 14360
SALEM, OR 97310
503-123-4567

4.4.3.1 AM ADDRESSING EXAMPLE - SINGLE ORI

AM.OR0370000.OR0370100.TXT

4.4.3.2 AM ADDRESSING EXAMPLE - MULTIPLE ORI'S

AM.OR0370000.OR0370100.OR037013N,OR037023C.TXT

4.4.3.3 AM ADDRESSING EXAMPLE - SINGLE STATE

AM.OR0370000.CA.TXT

4.4.3.4 AM ADDRESSING EXAMPLE - MULTIPLE STATES

AM.OR0370000.CA,UT,TN,NY.TXT

4.4.3.5 AM ADDRESSING EXAMPLE - SINGLE NLETS REGION

AM.OR0370000.F1.TXT

4.4.3.6 AM ADDRESSING EXAMPLE - MULTIPLE NLETS REGIONS

AM.OR0370000.F1,G1,H1.TXT

4.4.3.7 AM ADDRESSING EXAMPLE - APB TO ALL STATES

AM.OR0370000.AP.TXT

4.4.3.8 AM ADDRESSING EXAMPLE - COMBINATION REGIONS, STATES, ORI'S

AM.OR0370000.H1,NY,SC,GA0370100,TN0100000.TXT

4.5 MESSAGE RESTRICTIONS

In general, messages must pertain to directly to official agency matters and investigations. Messages must be as brief as succinct possible. For the purposes this section two distinct types of messages are discussed.

- Messages directed to a specific agency or agencies
- Messages directed to regions or states as All Points Bulletins(APB)

Messages may not be secondarily disseminated to non-criminal justice agencies without first obtaining specific approval from the originator.

4.5.1 USE OF AM FOR HIT CONFIRMATION AND RESPONSE

The “AM” message key is **NOT** to be used for initial hit confirmation, or responses. See the “Hit Confirmation Section for the standard hit confirmation request/response formats.

Exchange of information subsequent to the initial hit confirmation request or response may be necessary; appropriately, use of the AM message key for this purpose is allowed.

4.5.2 OFFICER SAFETY WARNINGS

Information related to officer safety, such as “ARMED AND DANGEROUS”, must be placed on its own line as the first text in the message.

4.5.3 DEATH / FUNERAL NOTICES

Death and funeral messages may be sent for active or retired law enforcement officials. The destination(s) to which these messages are directed should driven by the extent to which the deceased official was known. For example, the message in the case of a long-time very popular county sheriff’s deputy who was well-known locally, but who had never had any official activity outside his state, should be directed only to the agencies within that state. Likewise, the funeral message of a retired municipal police officer who impacted agencies nationwide in the way missing child cases were handled, may be appropriate to me sent APB nationwide.

An exception to this rule are officials killed in the line of duty; these messages are permitted nationwide broadcast regardless of the extent to which the official is known.

4.5.3.1 DEATH / FUNERAL NOTICES

The following succinct format should be utilized when sending death / funeral announcements:

NAME:
AGENCY:
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATION:
DATE OF DEATH:
LINE OF DUTY: (YES OR NO)
DATE OF FUNERAL:
LOCATION OF FUNERAL:
PREVIOUS CRIMINAL JUST AGENCIES EMPLOYED:
FOR ADDITIONAL INFORMATION CONTACT:
TELEPHONE NUMBER:

4.5.4 MESSAGES DIRECTED TO A SPECIFIC AGENCY OR AGENCIES

The only restrictions to messages directed only to specific destinations are that the message must relate to official criminal justice / public safety business.

4.5.5 MESSAGES DIRECTED TO A STATE OR STATES FOR BROADCAST

Messages directed to a specific state or states for APB re-broadcast must pertain to official criminal justice / public safety business and must be very succinct.

4.5.6 MESSAGES DIRECTED TO A REGION OR REGIONS FOR BROADCAST

Regional broadcast codes enable users to send messages to multiple Control Service Agencies (CSA's) and selected other agencies (i.e. FBI) within geographical regions. Each predefined region is assigned a unique code comprised of a letter from "A" to "H" followed by the number "1". Region "A" is located at the northeast most corner of the US and "H" the northwest most corner. The responsibility to rebroadcast that message lies solely with the CSA of each state in the region.

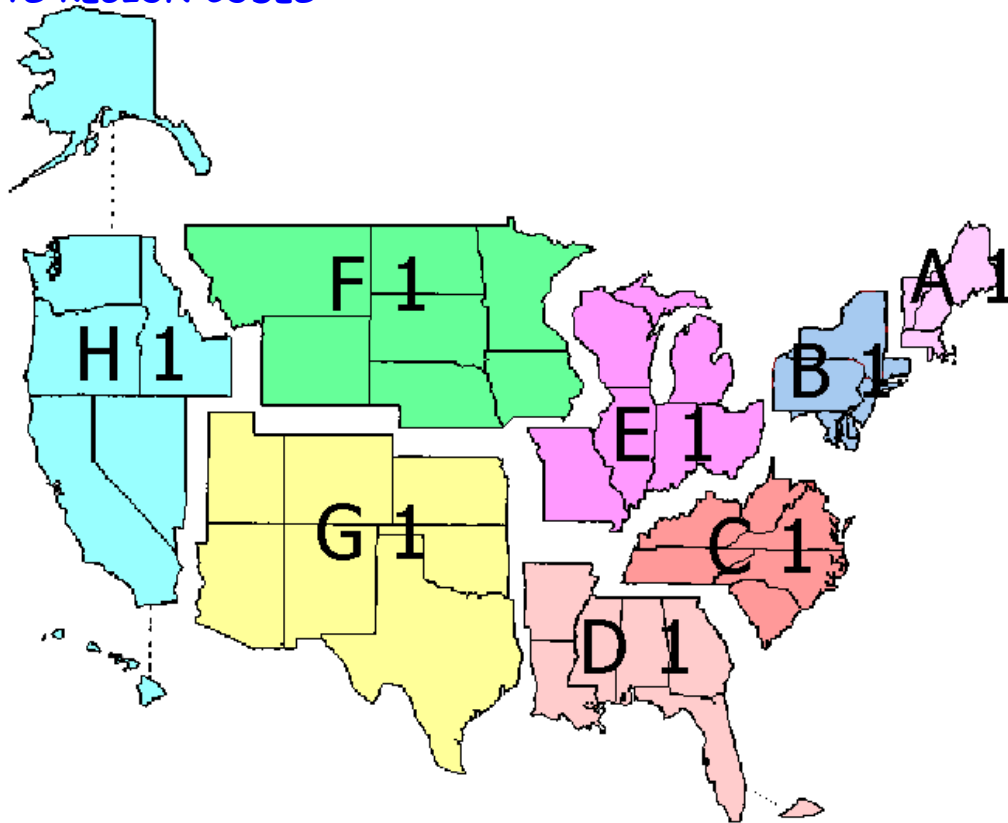
Users are encouraged to use regional codes rather than APBs if possible. In instances where a regional code may not contain every state to which you wish to send a message, the use of multiple 2-character state codes and regional codes (up to a maximum of 5 destinations, **including ORI's, state & regions codes**) can address many states without using a blanket APB.

4.5.6.1 SPECIFIC REGIONAL BROADCAST RESTRICTIONS

The use of regional broadcasts to send the following types of messages is prohibited.

- Social announcements (i.e., holiday messages or retirements)
- Personnel Recruitment
- Messages in which the complainant is interested only in recovery of property
- Attempt to locate vehicles when no prosecution will be pursued
- Excessively long messages
- Support or opposition of political, legislative bills, or labor issues
- Announcements of political, legislative bills, or labor oriented meetings
- Requests for information on salary, uniforms, personnel, or related
- Advertisement or sale of equipment.
- No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
- Requests for criminal history record information – (IQ, FQ, & AQ must be used)
- No reply only if wanted (ROIWS).
- Solicitation of funds.
- Training announcements identifying the name of "FOR PROFIT" companies providing training.

4.5.6.2 NLETS REGION CODES



ENTIRE UNITED STATES-APB (CODE "AP")			
All destinations from each region			
Region A (Code: "A1")	Region B (Code: "B1")	Region C (CODE: "C1")	Region D (CODE: "D1")
Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont FBI/NCIC Postal Inspection Svc TECS Department of State US Navy	Delaware District of Columbia PD Maryland New Jersey New York Pennsylvania FBI/NCIC Postal Inspection Svc TECS *US Air Force OSI *US Secret Service	Kentucky North Carolina South Carolina Tennessee Virginia West Virginia FBI/NCIC Postal Inspection Svc TECS Main Justice (DOJ) Postal Service	Alabama Arkansas Florida Georgia Louisiana Mississippi Puerto Rico FBI/NCIC TECS
Region E (Code "E1")	Region F (CODE "F1")	Region G (CODE "G1")	Region H (CODE "H1")
Illinois Indiana Michigan Missouri Ohio Wisconsin FBI/NCIC TECS NICB	Iowa Minnesota Montana Nebraska North Dakota South Dakota Wyoming FBI/NCIC TECS	Arizona Colorado Kansas New Mexico Oklahoma Texas Utah FBI/NCIC TECS	Alaska California Hawaii Idaho Nevada Oregon Washington FBI/NCIC TECS

4.5.7 ALL POINTS BULLETIN (APB) MESSAGES

The APB destination code enables the transmission of a single message to every state and federal Control Service Agencies (CSA). Users must carefully evaluate the appropriateness and necessity of sending the message to the entire United States. If the message pertains only to an isolated geographical area of the US, the appropriate region code(s) should be used instead.

Two types of APBs are provided:

- A destination code of “AP” will result in the message being directed to all state and Federal control terminals.
- A destination code of “RP” will result in the message being directed to the Nlets representative.

4.5.7.1 SPECIFIC REGIONAL BROADCAST RESTRICTIONS

Messages for the following purposes are prohibited:

- Social announcements (i.e., holiday messages or retirements)
- Personnel Recruitment
- Messages in which the complainant is interested only in recovery of property
- Attempt to locate vehicles when no prosecution will be pursued
- Excessively long messages
- Support or opposition of political, legislative bills, or labor issues
- Announcements of political, legislative bills, or labor oriented meetings
- Requests for information on salary, uniforms, personnel, or related
- Advertisement or sale of equipment.
- No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
- Requests for criminal history record information – (IQ, FQ, & AQ must be used)
- No reply only if wanted (ROIWS).
- No reply only if wanted (ROIWS).
- Solicitation of funds.
- Training announcements of any kind

4.5.8 MESSAGES DIRECTED TO CANADA FOR PROVINCE-WIDE BROADCAST

Administrative messages can be directed to a maximum of five (5) destinations on the CPIC network.

Administrative messages must include, in the body of the message, the following components:

- Reason for the request
- Name of the requester

For a country-wide broadcast an "AM" must be directed to the two character code of "CN".

Only narrative messages dealing with urgent operational police matters will be considered for nationwide broadcast in Canada.

When directing messages to specific a specific ORI, since Canadian ORI's are only seven characters in length, two zeroes must be added to the end of the Canadian ORI or the system will reject the message.